

WESTPORT COUNTRY PLAYHOUSE

DIRECTOR OF FINANCE

Status: Full Time / Regular / Exempt

Reports to: Managing Director

Salary: \$75,000 + benefits

THE POSITION

The **Director of Finance** will be responsible for the strategic and logistical management of the areas of accounting, budgeting and forecasting, financial reporting, audits, cash management, payroll, and benefits administration and will manage the HR/Finance Associate. The Director of Finance will be a strategic confidante of the Managing Director and will work closely with other senior staff and members of the Board of Trustees to implement the theater's programs in support of its mission. As a member of the senior management team, the Director of Finance will be expected to provide tactical direction for those areas of responsibility and contribute to the overall management of the theater.

ESSENTIAL FUNCTIONS

Finance and Budgets

- Manage all financial functions of Westport Country Playhouse
- In collaboration with the staff and Managing Director (MD), draft annual operating, project specific, and capital budgets
- Prepare all financial analyses as necessary, including monthly comprehensive financial reports for the MD and periodic updates for the Finance Committee and Board of Directors
- Work with development staff to prepare budgets and financial reports for grant proposals and interim and final reports
- Recommend cost controls to MD and department heads

Accounting and Cash Flow

- In collaboration with the MD, implement appropriate financial policies and procedures
- Serve as primary signor of theater's bank accounts
- Maintain theater's books, including proper account coding and oversight of expense and income classification using Quickbooks Online

- Conduct a monthly review and follow up on all un-cleared transactions
- Conduct a monthly reconciliation of all liability and asset accounts
- Determine and record proper depreciation of theater's assets
- Monitor cash flow consistently, project cash flow shortages or excesses and, in collaboration with the MD, make and implement plans to head off shortages and invest excess cash on hand
- Maintain chart of accounts

Audit/Reporting

- Manage annual audit process, including acting as liaison to the accounting team that prepares theater's annual audit and tax returns
- Ensure all government financial reports for taxes, grants, etc. are filed correctly, completely, and on time

Payroll and Benefits Administration

- With HR/Finance Associate, process theater's weekly payroll using Quickbooks, including proper processing of new hires, and all necessary reporting for the administration of unemployment benefits
- Supervise preparation for all W2 and 1099 tax forms
- Manage and ensure proper administration of all employee benefits, including medical insurance, leave policies, workers' comp claims, COBRA, and retirement contributions
- Make recommendations for any appropriate changes to the theater's schedule of benefits

Insurance

- Manage all WCP insurance policies, including directors' and officers', property, liability, and auto.
- Prepare annual schedule of all insurance policies with recommendations for any necessary additions or changes

Staff and Board Support

- Work with Director of Development and Development staff to ensure proper processing of all donations
- Attend regular meetings of the Board of Directors, the Finance Committee, and the Executive Committee prepared to answer questions about the theater's current financial picture and projections for the future
- Make recommendations for improvements to the theater's financial strategies and processes and implement those changes approved by the MD and Board of Directors

KNOWLEDGE, SKILLS, AND ABILITIES

- 3 - 5 years related experience, non-profit and/or theater experience a plus
- Excellent mathematical and analysis skills

- Verbal and written communications skills to create reports and present them to others
- Ability to create and deliver unbiased budget expectations for different departments
- Ability to be detail and deadline oriented
- Ability to concurrently work towards multiple goals for the Playhouse
- Ability to work independently or part of a group
- Self-motivated
- Positive attitude, strong work ethic and a sense of humor
- Commitment to equity, diversity, and inclusion
- Excellent collaborative, verbal, and written communication skills
- Knowledge of Quickbooks and Quickbooks Online
- Knowledge of Microsoft Word, Outlook, and Excel
- Knowledge of Tessitura a plus

SPECIAL COVID FACTORS

- The Playhouse functions as a fully vaccinated workplace

ABOUT WESTPORT COUNTRY PLAYHOUSE

The Westport Country Playhouse acknowledges the indigenous peoples and nations of the Paugussett that stewarded the land and waterways of Westport, Connecticut

The Playhouse is a non-profit organization that produces theater from playwrights, actors, directors, and designers of all backgrounds, while entertaining audiences and exploring human and societal issues along the way.

We have begun the process of creating an antiracist environment with our staff, artists, community leaders, and board members. We are having ongoing discussions around equity, diversity, and inclusion (EDI) as well as relevant training in antiracist practice, bystander intervention, and social justice. Playhouse staff must be committed to building an antiracist culture.

YOU SHOULD APPLY

The Playhouse is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

A relocation stipend may be available, to be discussed upon job offer.

For more information about the Playhouse and other job opportunities, visit westportplayhouse.org.

HOW TO APPLY

- Send cover letter and resume to resume@westportplayhouse.org with subject line:
Director of Finance
- Or mail to:
Director of Finance Search
Westport Country Playhouse
25 Powers Court
Westport, CT 06880
- No phone calls or drop-in visits, please.